



# AUTOMOTIVE REPAIR ENVIRONMENTAL SELF-COMPLIANCE CHECKLIST



## *Pollution Prevention Assistance for San Diego County*

The items noted below are to be used as a guide and do not represent all applicable environmental requirements. Specific section numbers of the California Health and Safety Code (H&SC) Chapters 6.5, 6.7, 6.95; California Code of Regulations (CCR) Titles 19/22/23; and/or the San Diego County Code (SDCC) are indicated in italics. (DTSC=State Department of Toxic Substances Control; HMD=County Hazardous Materials Division; TSDF=Permitted Hazardous Waste Treatment Storage Disposal Facility)

### HAZARDOUS MATERIALS AND WASTE REQUIREMENTS:



#### RECORD KEEPING

- ☐ UPF Permit obtained *SDCC 68.905, 1105*
- ☐ EPA Identification Number obtained *CCR 66262.12*
- ☐ Hazardous waste manifests/receipts and TSDF signed copy on-site for at least 3 years *CCR 66262.40*
- ☐ Hazardous waste manifest properly completed *CCR 66262.23*
- ☐ Copy of manifest mailed to DTSC w/in 30 days *CCR 66262.23*
- ☐ Biennial report sent to DTSC *CCR 66262.41*
- ☐ Land Disposal Restriction (LDR) notice on site *CCR 66268.7*
- ☐ Exception Report sent to DTSC w/in 45 days of waste disposal if TSDF signed copy not received *CCR 66262.42*

#### EMPLOYEE TRAINING AND BUSINESS PLAN

- ☐ Employees knowledgeable of emergency procedures for response to fires or spills and the safe handling of hazardous materials and waste.
- ☐ Refresher training done annually. *CCR 66265.16, H&SC 25509*  
Date of last training: \_\_\_\_\_
- ☐ All training records kept for at least 3 years *CCR 66265.16*
- ☐ Business Plan (BP) updated, on site and a copy sent to HMD *H&SC 25505, CCR 66265.51,53*
- ☐ BP annual certification sent to HMD *H&SC 25505*
- ☐ Material Safety Data Sheets (MSDSs) available to employees for all hazardous materials used

#### STORAGE AND HANDLING

- ☐ Work areas clean and free of spills *H&SC 25189.5*
- ☐ Spill control equipment available *CCR 66265.32*
- ☐ Aisle space not obstructed *CCR 66265.35*
- ☐ Waste stored no longer than 90,180, or 270 days *CCR 66262.34*
- ☐ Hazardous materials properly labeled *H&SC 25124*
- ☐ Hazardous waste container properly labeled *CCR 66262.34*
- ☐ Hazardous waste container in good condition and kept closed *CCR 66265.171,173(a)*
- ☐ Hazardous waste container(s) properly handled so as not to cause leaks or rupture *CCR 66265.173(b)*
- ☐ Damaged hazardous waste container repackaged *CCR 66265.171*
- ☐ Used oil not contaminated with other wastes *H&SC 25250.7*

- ☐ Used oil filters properly drained, packaged and labeled "Drained Used Oil Filters" with date *CCR 66266.130*
- ☐ Used antifreeze container kept closed and properly labeled "Excluded Recyclable Material" and recycled *H&SC 25143.9*
- ☐ Damaged lead-acid batteries repackaged *CCR 66266.81*
- ☐ Compatible container used to store haz. waste *CCR 66265.172*
- ☐ Incompatible waste containers stored separately and no incompatibles in the same container *CCR 66265.177*
- ☐ Compressed gas cylinders secured
- ☐ Used shop rags kept in closed fireproof container and not saturated
- ☐ Saturated rags disposed of as hazardous waste
- ☐ Used equipment filters and absorbent disposed of as hazardous waste or tested *CCR 66262.11*
- ☐ Ignitable waste at least 50 feet from property line and grounded; "No Smoking" sign posted *CCR 66265.176, .31*
- ☐ Facility designed to minimize release *CCR 66265.31*
- ☐ Daily inspection of aboveground Used Oil/Antifreeze tank and log kept on site *CCR 66265.195*
- ☐ Weekly inspection of hazardous waste storage area and containers to check for leaks or corrosion *CCR 66265.174*

#### DISPOSAL AND TRANSPORTATION

- ☐ No unauthorized disposal of waste *H&SC 25189.5*
- ☐ Waste determination made for unknown wastes *CCR 66262.11*
- ☐ Hazardous waste legally transported by a registered hauler *H&SC 25163*
- ☐ Hazardous waste transported with a manifest *CCR 66262.20*
- ☐ Notified the HMD for any on-site treatment of hazardous waste *H&SC 25201*

#### RELEASE REPORTING

- ☐ All releases/threatened releases reported to HMD (the CUPA) (858) 505-6657 *H&SC 25507*

#### OTHER AGENCY REQUIREMENTS

- ☐ Compliance with Air Pollution Control District permit
- ☐ Compliance with Fire Department requirements
- ☐ Compliance with Sewer/Industrial Waste requirements
- ☐ Compliance with Stormwater requirements
- ☐ Other \_\_\_\_\_



# AUTOMOTIVE REPAIR

## POLLUTION PREVENTION SELF-AUDIT CHECKLIST

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- ☐ **Keep work areas clean.** Clean up spills as soon as they happen to avoid tracking them around the shop. Use the three mop-bucket system:
  - First, use a hydrophobic (oil-absorbing) mop & bucket for oils (mark bucket "Oil Only") and recycle with shop's used oil.
  - Next, use a separate regular mop & bucket for antifreeze (mark bucket "Coolant") and recycle with shop's used antifreeze.
  - Finally, wipe the area with rags and only do a regular mop with a light detergent if needed.

\*TIP: Use differently colored mop-buckets as well as labeling; also consider sealing floor with an impermeable coating such as epoxy.
- ☐ **Use aqueous (water-based) parts and brake cleaners.** Aqueous cleaners are non-flammable, safer to use, reduce air pollution and can last longer than solvent-based products. Spray cabinets and ultrasonic aqueous units can also save on labor.
- ☐ **Eliminate or reduce the use of aerosols, chlorinated products and flammable products.** Consider using refillable aerosols with aqueous products. Use of auto products containing perchloroethylene, trichloroethylene, or methylene chloride were banned after December 31, 2002 (<http://www.arb.ca.gov/toxics/amr/amr.htm>) and n-Hexane, found in other flammable auto products, causes permanent nerve damage.
- ☐ Recycle used oil and antifreeze. Stock re-refined oil at your shop and encourage customers to use this in their vehicles (check vehicle warranty; many warranties allow this). Mercedes Benz uses re-refined oil in all their new cars. Visit [www.astm.org](http://www.astm.org) for recycled automotive coolant standards, D6472-10.
- ☐ Clean and maintain oil/water separators or close off inside floor drains to prevent spills from entering the sewer system.
- ☐ Post a sign above the mop sink with the words "No Hazardous Waste Discharge to Sewer".
- ☐ Keep engine parts inside or under cover. Drain parts before storing and use drip pans to prevent any liquids from spilling or running outdoors to the storm drain.
- ☐ Stencil storm drains at your facility with the words "No Dumping...Flows to Creeks, Bay and Ocean".
- ☐ Reduce stormwater pollution and save water by cleaning outside paved areas using dry sweeping and vacuuming. If power washing is done, use closed loop water recycling equipment and check with sewer agency for proper disposal. No discharge is permitted to the street and storm drains.
- ☐ Have an energy and water audit done by your utility company. You will save money while you implement conservation measures.
- ☐ Recycle general shop and office waste such as aluminum, paper, plastic and cardboard, and purchase recycled content products.
- ☐ Attend automotive organization meetings to share ideas on increasing efficiency, reducing waste and improving business.
- ☐ Encourage regular use of this checklist by employees at work and encourage them to recycle, reduce waste and promote pollution prevention ideas at home to further protect the health of our community.



### **NEED MORE INFORMATION?**

#### **ON THE WEB:**

Aqueous product vendors:  
<http://www.aqmd.gov/rule/s/cas/prolist.html>

n-Hexane Health Advisory  
Fact Sheet:  
<http://www.cdph.ca.gov/programs/hesis/Documents/nhexane.pdf>

Clean Car Campaign  
<http://www.cleancarcampaign.org/>

Auto Repair Links:  
<http://www.p2rx.org/> (go to  
Auto Repair-Operations-  
Extensive Links)

Clean Cities Program  
<http://www1.eere.energy.gov/cleancities/>

Automotive Service  
Council  
<http://www.ascca.com/>

#### **OR CALL:**

San Diego County  
Hazardous Materials Duty  
Specialist (858) 505-6880

